

OGC HAS REVIEWED.

Chief, Payroll Branch

27 November 1950

Chief, Fiscal Division

Leave for Physical Examination for Training and Service Under the  
Selective Service Act

25X1A

1. On 30 August 1950 a proposed amendment to Administrative Instruction [redacted] was submitted by the Chief, Administrative Staff, to the Management Staff, providing for employees to be permitted to take "official leave" when ordered, by competent authority, for medical examination incident to induction or call to active duty. The proposal provided for forgiveness of the time required under the following conditions and/or provisions:

a. Employees directed either by a local draft board or as a reserve member of the Armed Forces to report for a physical examination may be excused without charge of leave for the time actually required (not in excess of eight hours) to conduct the examination including travel time to and from the local examining point.

b. Time and Attendance Reports will reflect the "official leave" and shall be supported with a copy of the order directing the examination.

c. In all cases where an employee requests additional time for medical examination, "annual leave" or "leave without pay", as applicable, will be granted.

2. The above proposal was commented upon by the General Counsel's office, Management Staff, Personnel Director and the Acting Executive, and although it appeared to be the consensus that the time, as specified in the proposed Notice, should be considered as "official leave", it was not deemed advisable to amend Administrative Instruction [redacted] 25X1A

3. In view of the above, authority is hereby granted to make the charges to "official leave" where compliance has been had with the "a, b, c" portion outlined above.

4. For those cases where "sick leave" has, in the past, been charged against individual accounts for the leave discussed herein, records may be adjusted to reflect a charge to "official leave", if and when the individual involved has supplied a copy of the order directing the examination.

[redacted] 25X1A

DNO:bme

cc: Management Officer; Agency Comptroller; General Counsel; Director of  
Personnel Chief, Personnel Division Chief, Employees Division  
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